



May 24, 2019

## CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

### NOTICE OF EXTENSION

**EXAMINATION TITLE:**      **ASSOCIATE DIRECTOR, OFFICE OF  
CORRECTIONAL POLICY RESEARCH,  
C.E.A. LEVEL B**

**FINAL FILING DATE:**      **Original:**      **May 28, 2019**  
                                         **Extended:**      **June 3, 2019**

This is to announce the **Final Filing Date** for the **Associate Director, Office of Correctional Policy Research** examination has been extended.

Applicants who previously applied for this examination with a final filing date of **05/28/2019** do not need to reapply. Your application has been retained on file with the Executive Appointments Unit.

**EXECUTIVE APPOINTMENTS UNIT**



Department of Corrections & Rehabilitation

**CAREER EXECUTIVE ASSIGNMENT  
JOB EXAMINATION ANNOUNCEMENT**

JC-154368 – Associate Director, Office of Program Support

Final Filing Date: 05/29/2019

**Final Filing Date Extended: 06/03/2019**

**EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

**POSITION DETAILS**

Job Control #:	JC-154368
Position #(s):	065-227-7500-002
Working Title:	Associate Director, Office of Program Support
Classification:	CEA Level B
Salary Range:	\$10,010.00 - \$11,924.00
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time
Division/Program:	Division of Rehabilitative Programs / Office of Program Support

## DEPARTMENT INFORMATION

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

*Vision: With our partners, we protect the public from crime and victimization.*

*Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.*

Department Website: <http://www.cdcr.ca.gov>

## JOB DESCRIPTION AND DUTIES

Under the direction of the Deputy Director, Community Reentry Services and Program Support, Division of Rehabilitative Programs (DRP), the Associate Director, Office of Program Support is responsible for the oversight, statewide planning and policy development, implementation, and coordination of program support and services for inmates and parolees. The Associate Director is responsible for setting Department-wide policy and procedures, and evaluating and assessing the effectiveness of their impact. This complex program scope requires cooperation with other CDCR divisions, other State agencies, external stakeholders, and local law enforcement agencies.

The Associate Director provides oversight of DRP technology portfolio and research initiatives, data, and fidelity support, including the DRP media and outreach unit. Additionally, the Associate Director oversees divisional rehabilitative training for staff; fiscal and budget management, accounting and invoicing; personnel, hiring, staffing, legislative, and labor issues, both at headquarters and in the field.

Duties include, but are not limited to:

- Develop, formulate, and implement complex policies including project/program planning, design, coordination; tracking and reporting programs; and ensuring all aspects of programming are in complete compliance with State and federal law. Plan, organize, and direct the activities of administrative staff through subordinate managers and supervisors; and recommend, develop, and implement policies and procedures relative to the provision of programming to inmates and parolees to ensure that offenders have the opportunity to participate in a program to address their individual needs and to reduce factors that contribute to their criminality as they relate to program accountability. Evaluate and improve DRP policies, systems, and program delivery, as appropriate.
- Coordinate with internal units to develop responses to inquiries from the Governor's Office and the Legislature; departmental executive and management staff, Wardens, and Superintendents in the area of rehabilitation relative to evidence-based practices and quality



services. Develop and coordinate internal division activities with federal funding agencies and other state agencies including the Department of Health Care Services, the Attorney General's Office, and the Office of the Inspector General to ensure interagency cooperation.

- Provide oversight for the development and management of DRP's budget, including monthly budget plans, allotments, budget change proposals, contracts, invoicing, reimbursements, and federal grants, and accounting functions within the division. Make policy decisions on the utilization and transfer of funds to ensure all components of the departmental goals are developed and implemented timely, while remaining within the total budget for DRP. Responsible for providing policy decision and oversight of all internal fiscal control systems, including budget methodologies for maximizing resources. Provide guidance and direction on policy relative to personnel and hiring; labor issues; and position control. Responsible for all DRP business services related issues, including, but not limited to, procurement and compliance with policies regarding asset and vehicle management. Oversee and manage all media and outreach activities to create strategic outreach initiatives aimed at both inmates, parolees, internal, and external stakeholders.
- Implement and guide evaluations of longitudinal data gathered from various systems to capture the effectiveness of evidence-based programming to measure population trends and changes. Recommend and/or implement new or revised departmental policies to ensure relevant programming for the level and type of offenders incarcerated in CDCR. Responsible for the identification of trends related to key performance indicators, including, but not limited to, enrollment, utilization, completion, and participation and share this information with executives. Responsible for divisional program oversight through development of monitoring tools, dashboards, and reports utilizing DRP's case management system and Strategic Offender Management System for use by DRP operations offices. Responsible for the development of policy to ensure accountability and fidelity of the program models and determine the performance measures that hold programs accountable for the types of services provided to offenders with the use of public funds. Liaison with the Department of Finance and the Office of Inspector General in evaluating and determining the appropriate reporting mechanisms relative to the Division's progress in meeting fiscal timelines, benchmarks, and targeted performance goals outlined in the CDCR's Strategic Plans and other relevant guides/directions.
- Manage policies and procedures for effective staff development, to include managers and supervisors, and ensure compliance with internal and external training mandates. Participate and lead DRP Headquarters office in meetings, task forces, and committees as required. May act for the Deputy Director in their absence.

## APPLICATION INSTRUCTIONS

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 05/29/2019

**Final Filing Date Extended: 06/03/2019**

**Who May Apply**

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

**How to Apply**

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a completed hard copy Application Package may be submitted through an alternative method listed below:

**Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

Department of Corrections & Rehabilitation  
Attn: Laura Deradoorian  
Executive Appointments Unit  
P.O. Box 942883  
Sacramento, CA 94283

**Address for Drop-Off Application Packages**

You may drop off your application and any applicable or required documents to:

Department of Corrections & Rehabilitation  
Attn: Laura Deradoorian  
Executive Appointments Unit  
1515 S Street, Application Drop Box  
Sacramento, CA 95811

Please place applications in the Office of Workforce Planning "Drop Box"  
located in the main lobby.  
8:00 AM - 5:00 PM

**Required Application Package Documents**

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## **EXAMINATION QUALIFICATION REQUIREMENTS**

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

### **General Qualifications**

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

## **EXAMINATION INFORMATION**

This examination will be administered utilizing two examination components which will consist of an application/resume screening and a Qualifications Appraisal Panel interview. The first component will consist of a preliminary review of the candidate's application and resume, using predetermined screening criteria, and will result in a pass/fail determination. Candidates must pass the first component prior to proceeding to the second phase of the examination. The second component of the examination will consist of a Qualifications Appraisal Panel interview. The Qualifications Appraisal Panel interview will be used to rate candidates' experience, knowledge, and abilities using predetermined criteria based on job related factors.

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

## **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

## **CONTACT INFORMATION**

The Human Resources Contact is available to answer questions regarding the position or application process.

**Department Website:** <http://www.cdcr.ca.gov/>

**Human Resources Contact:**

Laura Deradoorian  
(916) 324-3289  
[Laura.Deradoorian@cdcr.ca.gov](mailto:Laura.Deradoorian@cdcr.ca.gov)

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

CDCR EEO OFFICE  
(916) 255-1301  
[Personnel-HelpDesk@cdcr.ca.gov](mailto:Personnel-HelpDesk@cdcr.ca.gov)

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.